

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

## **BUSINESS MANAGEMENT OFFICER II**

### **EM-07 / Oahu**

**Annual Salary Range: \$91,992 to \$108,551**

**Opening Date: June 9, 2016**

**Closing Date: Continuous**

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An Equal Opportunity Employer

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### **RECRUITMENT INFORMATION**

Recruitment Number 16-088. In person interview may be required. Hiring rate will be based on qualifications, availability of funds, and other relevant factors. A continuous recruitment can close at any time.

### **DUTIES SUMMARY**

Responsible for the Administrative Services Office (ASO) of the Department of Labor and Industrial Relations (DLIR). Duties include: planning, organizing, directing and controlling the activities of all areas within ASO. Serves as principle staff advisor to the Director of DLIR on financial management matters. Responsible for fiscal management, program development and evaluation for DLIR, its Divisions and Branches.

- [Click here to view Class Specification](#)

### **MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

## **Basic Education/Experience Requirements:**

**Graduation from an accredited four (4) year college or university with a bachelor's degree.**

Excess work experience as described under the Experience Requirements section below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

## **Experience Requirements:**

**General Experience:** Applicants must have three (3) years of progressively responsible experience in administrative, professional, analytical or other responsible work experience which required a high degree of managerial skill.

**Specialized Experience:** Two (2) years of professional experience which involved the analysis, evaluation, development and improvement of managerial policies, practices, methods, systems and procedures; or the development, evaluation or revision of fiscal management practices, methods, policies and procedures; or budget evaluation and development of budget justifications.

**Administrative Experience:** One (1) year of responsible, administrative experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

See official specifications for complete details of the minimum requirements and any possible substitutions.

- [Click here to view Minimum Qualification Specifications](#)

The Class Specification and Minimum Qualification Specifications can also be obtained from the Department of Human Resources Development website at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

**Submit Resumes via email to: [Richelle.daraban@hawaii.gov](mailto:Richelle.daraban@hawaii.gov)**

**Or deliver or send via USPS to:**

**Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813  
(808) 586-9043**

**Recruitment Hours: Monday thru Friday 8:00am – 4:00pm  
Closed on State Observed Holidays**